

# Quickstart guide for administrators

When the subscription is created, administrators must perform the initial configuration. Users and accesses are defined via Trustelem, while the Enterprise Vault is managed via a dedicated application.

After that, the work mainly concerns the user lifecycle management: creating or deleting users, unblocking those who need help and finally checking product status and logs.

## Trustelem management

### Initial setup

The first step when a customer acquires Enterprise Vault is to configure Trustelem. The goal is to define which users will have access to Enterprise Vault and how. These actions are performed by Trustelem administrators.

There are therefore 4 main steps in the setup.

- Add users, created locally or synchronized from directories
  - [Active Directory users](#)
  - [Azure Active Directory users](#)
  - [Local Trustelem users](#)
- Add Enterprise Vault apps (user + admin)
- [Define access rules](#)
- [Optionally, define the usable](#) 2nd factors, as well as the enrollment methods

**Note:** Trustelem administration page should always be secured using multi-factor authentication. To do so you need to enroll a 2<sup>nd</sup> factor for the admin accounts, then enable multi-factor using the option "Authentication level for Trustelem admin console" on Security settings > General.

### Subscription management

When the initial setup is done, Trustelem administration page is still usefull for:

- Managing changes in the setup (new users, new 2nd factors, new enrolment process...)

- Managing user password lost
- Managing advanced features (silent authentication, self-service password reset, siem integration, API automations...)

More information about Trustelem are available here: <https://trustelem-doc.wallix.com/books/trustelem-administration>

- Auditing the authentication

## Enterprise Vault setup

In this quickstart guide, a limited action number is presented. To see all the administrators tasks, you can use this link:

<https://vault-doc.wallix.com/books/enterprise-vault-administration>

## Enterprise Vault administration access

To access Enterprise Vault administration page, a Trustelem user must have access to the Enterprise Vault administration application.

By default, the subscription administrator is in the group "Enterprise Vault Admin" which has the access to this app.

To add new Enterprise Vault administrators, the users must be affected to this group.

## Enterprise Vault administration page

As mentioned in the previous point, the Enterprise Vault administration is done through an application. So, to access this app the administrators must use their Trustelem dashboard: [https://your\\_domain.trustelem.com](https://your_domain.trustelem.com).

## Manage users

As a reminder, users creation is done through Trustelem admin page and not with Enterprise Vault admin app.

On the Enterprise Vault admin app you can manage:

- The Enterprise Vault users deletion from the Enterprise Vault data base.  
*It will not remove users from Trustelem*  
*It will delete all the associated items*
- The obligation for users to change their master password at the next connection
- The change of user encryption keys

More information are available here: <https://vault-doc.wallix.com/books/enterprise-vault-administration/page/administration-application>

## Manage organization policies

On the Enterprise Vault admin app you can manage the settings applying to the entire company. You can define rules for the logs, the security, the recovery process...

More information are available here: <https://vault-doc.wallix.com/books/enterprise-vault-administration/page/administration-application>

## Audit the vault

On the Enterprise Vault admin app you can audit user's items, and share vault's items.

More information are available here: <https://vault-doc.wallix.com/books/enterprise-vault-administration/page/administration-application>

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